

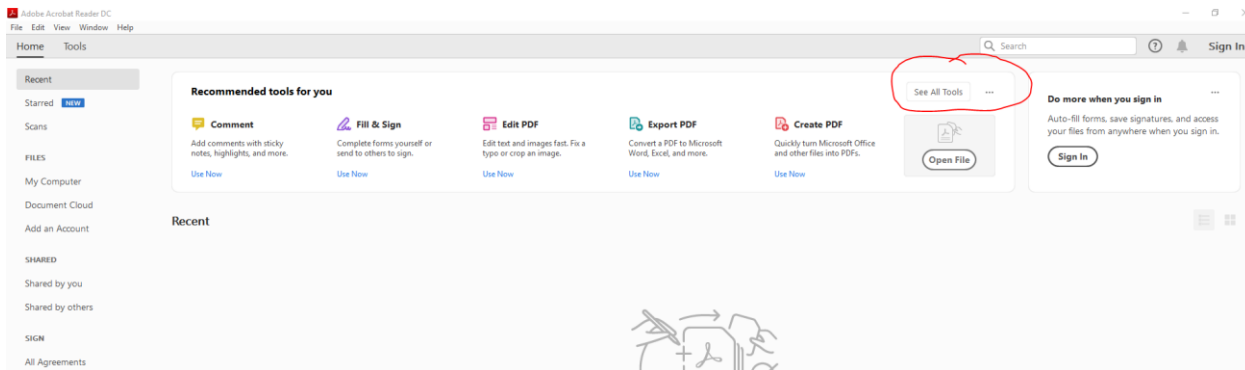
Instructions on adding an electronic signature to a document with Adobe Reader DC (found within the Start Up on your computer)

If you haven't created an electronic/digital tracking signature:

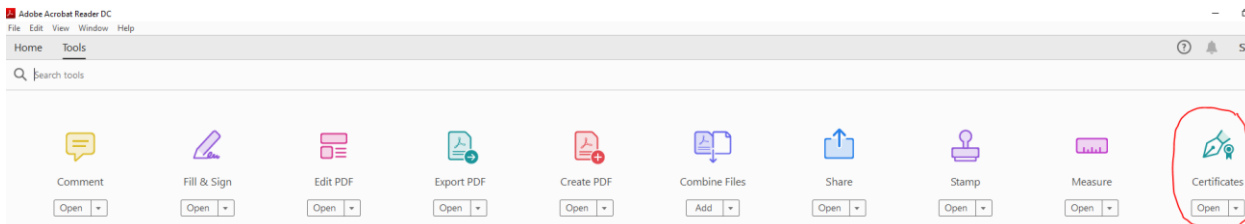
The 1st time you open a document that needs an electronic/digital signature, you'll have to actually create your signature. Once that is done, you'll use your electronic signature that is saved in your documents for future use.

NOTE: You'll always need your password to access your signature once created.

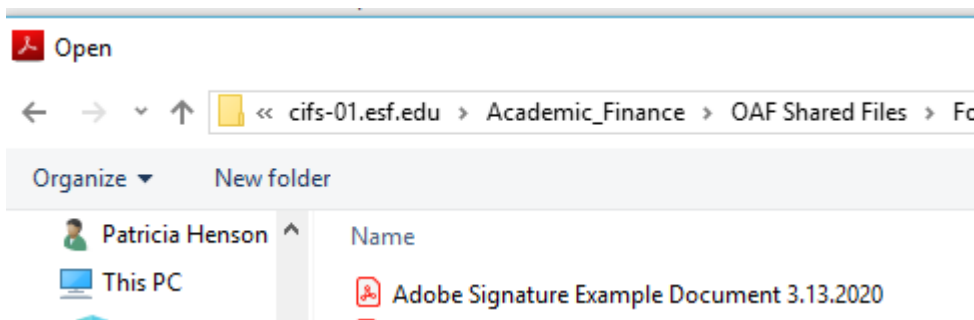
Open Adobe Reader DC and select "See All Tools"



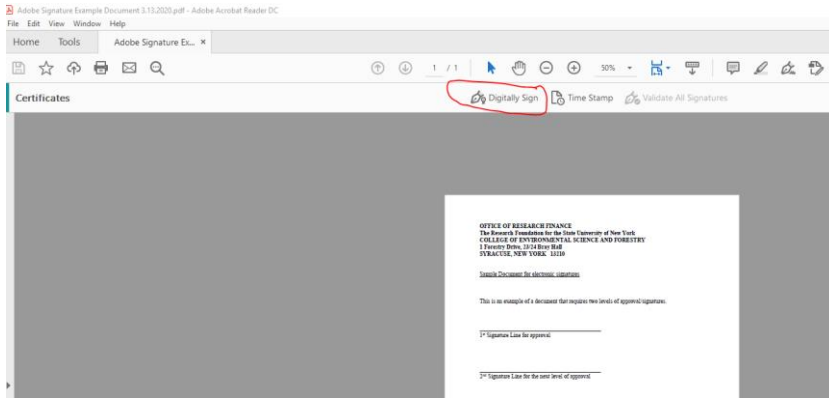
Open "Certificates"



Find the PDF file that you want to add your signature to.

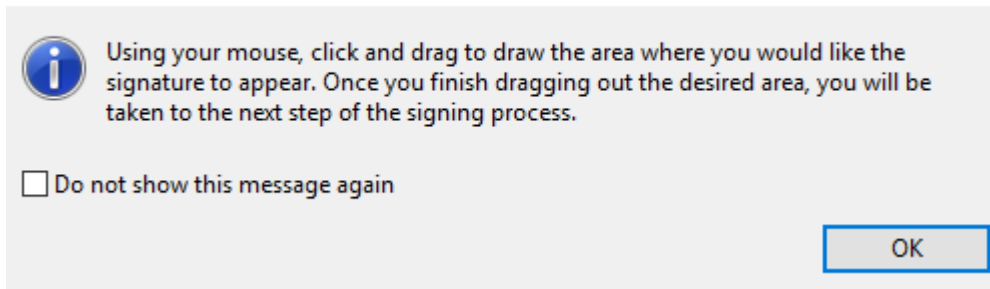


Open the document and click on “Digitally Sign”

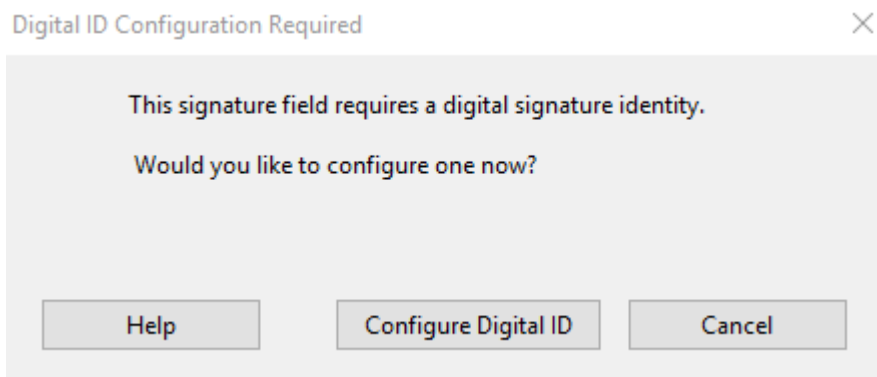


Follow the instructions in the pop up by clicking “OK”

Acrobat Reader



Move your cursor to the area on which it needs your signature create a signature block area on which to insert your signature. Follow the instructions in the pop up block by clicking “Configure Digital ID”



For the 1st Time, Click on “Create a new Digital ID”.

Once you create your signature, for all future electronic/digital signatures, click on “Use a Digital ID from a file” where you would then find where your signature is housed within your computer.

The dialog box is titled "Configure a Digital ID for signing" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance." Below this box is a question mark icon. The main area is titled "Select the type of Digital ID:" and contains three radio button options: "Use a Signature Creation Device" (with a smart card icon), "Use a Digital ID from a file" (with a document icon), and "Create a new Digital ID" (with a key icon). The "Create a new Digital ID" option is selected and highlighted with a blue border. Below the options are "Cancel" and "Continue" buttons.

Click “Continue” and Save to a File (this is where you would house your signature for future use. Be sure you know what folder you’re saving your signature in for future use).

The dialog box is titled "Select the destination of the new Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases. Consult with your recipients if this is an acceptable form of authentication." Below this box is a question mark icon. The main area contains two radio button options: "Save to File" (with a document icon) and "Save to Windows Certificate Store" (with a certificate icon). The "Save to File" option is selected and highlighted with a blue border. Below the options are "Back" and "Continue" buttons.

Complete the information within this section.

The dialog box is titled "Create a self-signed Digital ID" and has a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases." Below this box is a question mark icon. The main area contains a form with the following fields: "Name" (text input with placeholder "Enter Name..."), "Organizational Unit" (text input with placeholder "Enter Organizational Unit..."), "Organization Name" (text input with placeholder "Enter Organization Name..."), "Email Address" (text input with placeholder "Enter Email..."), "Country/Region" (dropdown menu with "US - UNITED STATES" selected), "Key Algorithm" (dropdown menu with "2048-bit RSA" selected), and "Use Digital ID for" (dropdown menu with "Digital Signatures" selected). Below the form are "Back" and "Continue" buttons.

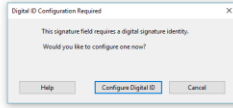
Once you have your signature on file, then you can add your signature to any file that requires a digital signature by selecting your signature from the file/folder where you have it saved. Click on “Configure Digital ID”.

Sample Document for electronic signatures

This is an example of a document that requires two levels of approval/signatures.

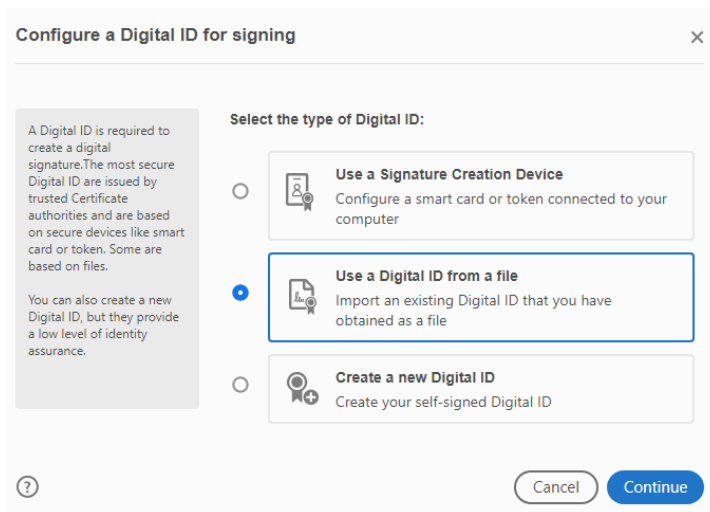


1st Signature Line for approval

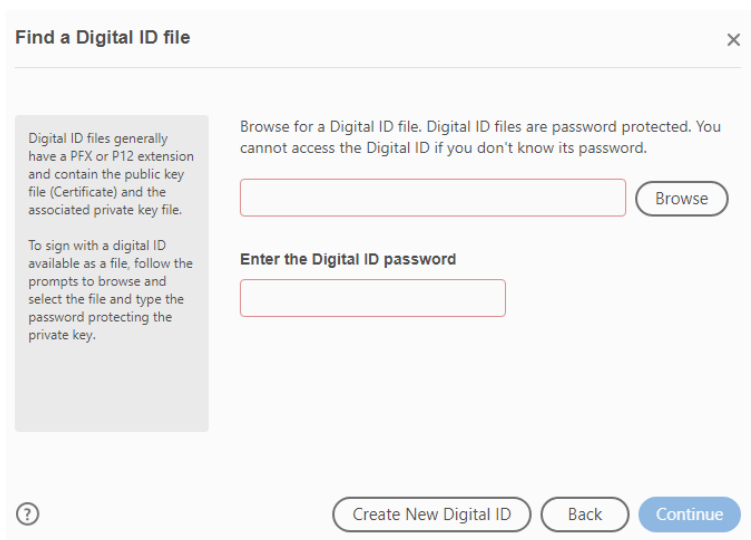


2nd Signature Line for the next level of approval

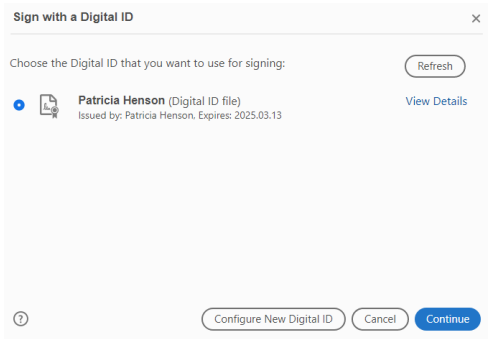
Click “Use a Digital ID from a file” and “Continue”.



Find the File that has your digital signature ID and enter your ID password. Click “Continue”.





Follow the instructions to find the file and choose the Digital ID File to insert your digital signature within the form. Click “Continue”.

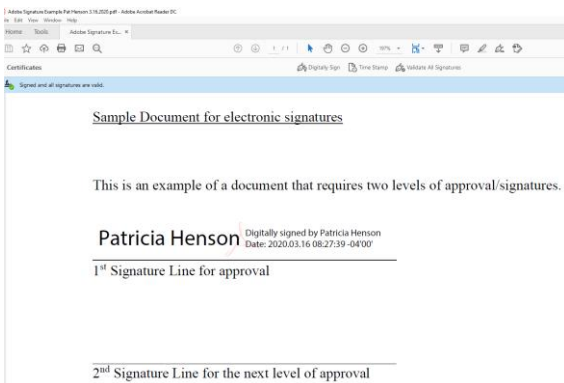


Sample of what this will look like. You’ll need to add your password here too. Click “Sign”.



Save the document with a new file name. This is important if you’re using a form that others will also be using. That way, the original document will not be modified with your signature within it.

-  Adobe Signature Example Document 3.13.2020
-  Adobe Signature Example Pat Henson 3.16.2020



If a second signature is required, forward this document to the next person so they can add their signature.